Faculty of Graduate Studies and Research – Graduate Admissions System

Applicant Portal

Quick Reference

UNIVERSITY OF ALBERTA

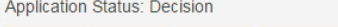## Accessing the Applicant Portal

Portal Login

UserName/Email Address

Password

LOGIN >>

Forgot your password?

Enter the same Email Address and Password used in the Login Screen on the Application Form.

Monitor Application Review Progress

1. Application is submitted

   Application Status: Application Submitted

2. Application is being pre-screened

   Application Status: Pre-screening

3. Application is sent to Reviewers to rate the application

   Application Status: Under Review

4. Admit/Reject decision has been made

   Application Status: Decision

Update Contact Information (Address, Telephone Numbers, Email Address)

Update Personal Details

Field	Value
Address Line 1*	Test Test 55
Address Line 2	Address Line 2
Address Line 3	Address Line 3
City/Town* ❓	Edmonton
Country*	Canada
Province/State*	Alberta
Postcode/Zip Code*	T5X2E7
Primary Telephone Number* ❓	780-457-0098
Alternate Telephone Number	Alternate Telephone Number
Email Address*	bdmisita@shaw.ca

<< BACK   SAVE

Provide Required Documentation

Show Details

Additional Documents Required

Transcript/Marksheet Original Language
test degree 777
Northern Alberta Inst of Technology, Edmonton, AB
Pending
Transcript 1.pdf

DELETE FILE

Transcript/Marksheet English Translation
test degree 777
Northern Alberta Inst of Technology, Edmonton, AB
Incomplete

UPLOAD FILE

Degree Certificate Original Language
test degree 777
Northern Alberta Inst of Technology, Edmonton, AB
Complete
Personal Statement 1.pdf

Degree Certificate English Translation
test degree 777
Northern Alberta Inst of Technology, Edmonton, AB
Action Required
Personal Statement 2.pdf

DELETE FILE

1. Document status = "Pending". The most current document was uploaded but not yet been marked as Passed or Failed. Applicant can replace the document.
2. Document status = "Incomplete". Document was not uploaded yet.
3. Document status = "Complete". Document was marked as Passed.
4. Document status = "Action Required". Document was marked as Failed. Applicant can replace the document.

Send Request to Add New or Replace Existing Referee

REQUEST A NEW REFEREE

Request a new Referee

Please enter the details of the referee you wish to add below.

The new referee will be sent an email which will grant them access to the referee portal to submit their reference. If you opt to replace a referee they will also be emailed informing them that they are no longer required to submit a reference and their access to the portal will be deactivated.

Name*

Company/Organisation /Institution name*

Contact Telephone Number

Type of reference*

Will this referee replace an existing referee?*   ☒ Yes   ○ No

Academic rank / Job title*

Relationship to applicant

Email address*

Referee to Replace

Replace which referee?*   Please Select

EXIT   **SUBMIT REQUEST**

1. Request can be sent only before department makes its Admit/Reject decision and only for Referees that have not already submitted the reference.
2. Request is sent to Department.
3. Department will approve or reject the request.
   Note: There are three extra spots for addition or replacement. Each request takes one spot regardless if approved or rejected.

Request Application Withdrawal

WITHDRAW APPLICATION

Contact Us

You may use this form to send a message to us.

Your email address*

Message subject*

Message text*

EXIT   **SEND**

The request to withdraw application can be sent only before the offer letter is sent out to Applicant (for admitted applications) OR before the Department makes a decision to reject the application.

View Admission Decision

Decision: *Pending*   Decision: Unconditional Offer   Decision: Conditional Offer   Decision: *Reject*

Decision status must be one of the followings: "Pending" (the decision has not been made yet), "Conditional Offer", "Unconditional Offer", "Reject".

View Admit Offer Details and Respond to Offer (Accept or Decline)

If the response is not provided by the specified the "Response Due Date", the "Offer Expired" button will be displayed.

Communicate with Department

Contact Us

Contact Us

You may use this form to send a message to us.

Your email address*

In relation to*

Message subject*

Message text*

EXIT   SEND

Use "Contact Us" to initiate the messaging with Department, if needed.

Messages

Messages

You have 5 messages

From	Received	Subject	Action
001000020532	Sep 26, 2016 at 10:06 am	Boris test multiple applicants message	Read
GA	Sep 9, 2016 at 12:01 pm	UAlberta Graduate Admissions Outcome Notification	Read
Gaboris Project team (Mathematical and Statistical Sciences)	Sep 9, 2016 at 10:40 am	Additional Documentation Required	Read
FGSR	Aug 17, 2016 at 11:06 am	Official Admission Notification	Read

Use "Messages" tab to reply to the messages received from Department and view all messages already exchanged with Department.